## A close up of a logo  Description automatically generated

**Hazard Identification Form (SAMPLE)**

*A hazard is a source of danger that could result in an accident if undue care is not exercised.*

*Where* **risk assessment** *considers things that might be a risk or go wrong during a ministry activity,* **hazard identification and control measures** *relate to actual hazards that are present prior to the commencement of a ministry activity.*

Where a hazard is identified, it is important to decide upon one or more measures that can be used to control or eliminate the hazard. These measures are referred to as ***Hierarchy of Control*** measures. The table below provides an overview of the elimination or control measures that may be used to address a hazard, along with some descriptions that may be aligned with each measure.

**Hierarchy of Control Measures**

|  |  |
| --- | --- |
| **Elimination or control measures** | **General description** |
| Eliminate the hazard | Remove the hazard. Change the activity or stop using it |
| Substitute the hazard | Replace the activity, material, or equipment with a less hazardous one |
| Isolate the hazard | Isolate the hazard from the person at risk; isolate through distance. |
| Use engineering controls | Change the physical characteristics of the environment (with additions or subtractions) to remove or reduce the risk |
| Use administrative controls | Establish procedures and safe practices |
| Use personal protective equipment | Use appropriately designed and properly fitted equipment and clothing |

There are numerous ways to record hazards and control measures that have been implemented. The template on the following page may be used as one way of keeping written records of hazards and measures used.

|  |
| --- |
| **Hazard Identification Form**<insert your church name> |

|  |  |
| --- | --- |
| Date: |  |
| Venue: |  |
| Ministry Co-ordinator: |  |
| Contact details: |  |

|  |  |
| --- | --- |
| **Hazard details** | **Control measure implemented** |
| ***Example:***Legs of projector stand protruding into floor space | **Engineering control** - Place chairs over protruding legs**Administrative control** – draw hazard to the attention of children or young people and leaders and request they are cautious when moving near the area |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Report submitted by |  |

|  |  |
| --- | --- |
| Follow-up action if required |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Person responsible for follow up |  | Date due |  |

Version 20200907

**Copyright © 2020 Safe Ministry Resources Pty Ltd**

The **Safe Ministry Framework** is developed and owned by SMR Pty Ltd.

This document cannot be modified without express written permission through a licence agreement. Please contact SMR Pty Ltd at email info@safercommunities.net.au to seek permission.

SMR can also provide customisation of the **Safe Ministry Framework** for your church or denomination.

**Disclaimer**: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice for Safe Ministry and have been written with due regard to Australian legislation March 2020.
Legal advice may need to be sought when responding to individual incidents.